



LANDSCAPE COORDINATOR

Purpose:

To actively support and uphold the City's mission and values. To perform program management; project administration and oversight to the City's right-of-way landscape maintenance program.

Supervision Received and Exercised:

Receives general supervision from Transportation Maintenance Manager and/or other supervisory staff.

May exercise functional and technical direction over assigned staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Reviews, inspects and verifies all contractors work involved in City landscape maintenance and services which includes street landscaping, easements, medians, right-of-ways, retention basins, public areas, and other City owned property to assure the work quality, adherence to contract specifications, and the timely completion of projects;
- Responsible for the design, development, construction and acceptance of landscape and tree program for City contract areas;
- Inspects, tracks and evaluates contractor performance and progress according to industry standards;
- Monitors landscape maintenance, irrigation systems and related services contracts; recommends appropriate payment, or non-payment at the completion of the work;
- Prepares and reviews bid documents, requests for proposals and contracts; and assists in the bid process for services and materials;
- Manages and monitors budget preparation processes for assigned program; provides input into budget development, and administers program budgets after adoption;

CITY OF TEMPE

Landscape Coordinator (continued)

- Coordinates work schedules with contractors, other Departments and Divisions and the public;
- Prepares and updates maintenance schedules to coordinate the work of contractors;
- Meets with contractors or provides written notifications (letters of deduction) to contractors of inconsistencies between actual work and contract specifications;
- Maintains and updates landscape spatial data and asset inventories;
- Meets with contractors to develop scope of work, resolve problems in the field and answer questions on landscape maintenance;
- Performs various administrative tasks; tracks expenditures; reviews invoices, work orders and contractor billings;
- Prepares written documentation such as contract specifications, work orders, change orders, payment requests and correspondence with contractors;
- Prepares activity reports, including complaint resolutions, inspection and performance logs, and other technical and statistical documentation;
- Coordinates public outreach to residents and businesses of work being performed as needed; responds to citizen inquiries, complaints, and suggestions;
- Inspects contractors' work environment and the use of safety equipment to ensure safety;
- Assists in negotiating contracts for tree services, landscape and right-of ways;
- Performs final inspections on new or revised landscape areas and prepares punch list of deficient items for contractor;
- Prepares purchase orders for landscape materials, irrigation supplies, and related purchases;
- Performs other duties as required.

Minimum Qualifications:

Experience:

CITY OF TEMPE
Landscape Coordinator (continued)

Two years of right-of-way landscape contractor oversight experience as well as three years of full-time right-of-way landscape maintenance experience with at least two years in the application and use of herbicide and pesticides applications.

Education:

Equivalent to an Associate's degree with major coursework in landscape design, landscape maintenance, construction administration, or degree related to the core functions of this position. A Bachelor's degree is preferred.

Licenses/Certifications:

Must possess and maintain a valid driver's license.

Possession of, or must obtain within 6 months of hire, a license from the Arizona Office of Pest Management (OPM) in Right of Way and Ornamental & Turf.

Examples of Physical and/or Mental Activities:

- Lift heavy objects – up to 50 lbs.
- Operate city vehicles
- Work alone for extended periods of time
- Operate power tools such as push mowers, jackhammers, drills, chain saws and blowers
- Use tools such as hammers, wrenches, shovels saws and wheel barrels
- Operate computers and other office machines using repetitive hand/eye movement
- Climb stairways and ladders
- Traverse uneven surfaces during site visits
- Work out-of doors in inclement weather during site visits
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 526

Status: Non Exempt / Classified